

Copying Procedures Between Libraries

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Copying Procedures from your Personal Library to Departmental Library

1. Begin in your personal library (PERSONAL FOCEXEC PROCESSING PANEL). This is the library you are automatically in when you first login.
2. Press F6 (MIRS OPTIONS SELECTION MENU).
3. Type the number '6' for COPY/BROWSE DEPARTMENT FOCEXEC and press enter.
4. Place your cursor to the left of the procedure you want to copy.
5. Press enter.
6. Press F3.
7. Enter a new name for the procedure or leave blank to keep the original name.
8. Press enter.
9. F3 back to your personal library.
10. Press F9 to refresh your library. The procedure will not appear until you refresh your library.

Copying Procedures from your Departmental Library to Personal Library

1. From your personal library, press F6 (MIRS OPTIONS SELECTION MENU).
2. Type the number 7 for SWITCH TO DEPARTMENT FOCEXEC PANEL.
3. You are now in your departmental library.
4. Press F6 (MIRS OPTIONS SELECTION MENU).
5. Type the number '6' for COPY/BROWSE PERSONAL FOCEXEC and press enter.
6. Place your cursor to the left of the procedure you want to copy.
7. Press enter.
8. Press F3.
9. Enter a new name for the procedure or leave blank to keep the original name.
10. Press enter.
11. F3 back to your departmental library.
12. Press F9 to refresh your library. The procedure will not appear until you refresh your library.

Copying Procedures from the Common Library to your Personal Library

1. Begin in your personal library (PERSONAL FOCEXEC PROCESSING PANEL). This is the library you are automatically in when you first login.
2. Press F6 (MIRS OPTIONS SELECTION MENU).
3. Type the number '2' for COPY/BROWSE COMMON FOCEXEC and press enter.
4. Place your cursor to the left of the procedure you want to copy.
5. Press enter.

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6. Press F3.
7. Enter a new name for the procedure or leave blank to keep the original name.
8. Press enter.
9. F3 back to your personal library.
10. Press F9 to refresh your library. The procedure will not appear until you refresh your library.

Copying Procedures from the Common Library to your Departmental Library

1. From your personal library, press F6 (MIRS OPTIONS SELECTION MENU).
2. Type the number 7 for SWITCH TO DEPARTMENT FOCEXEC PANEL.
3. You are now in your departmental library.
4. Press F6 (MIRS OPTIONS SELECTION MENU).
5. Type the number '2' for COPY/BROWSE COMMON FOCXECs and press enter.
6. Place your cursor to the left of the procedure you want to copy.
7. Press enter.
8. Press F3.
9. Enter a new name for the procedure or leave blank to keep the original name.
10. Press enter.
11. F3 back to your departmental library.
12. Press F9 to refresh your library. The procedure will not appear until you refresh your library.